

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 65-401

**AIR FORCE RESERVE COMMAND
Supplement 1**

30 November 1994

Financial Management

**RELATIONS WITH THE GENERAL
ACCOUNTING OFFICE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 65-401, 23 March 1994. The AF instruction is printed word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction.

SUMMARY OF REVISIONS

This revision aligns our supplement with current instructions within AFI 65-401.

2.5. The Director, Financial Management and Comptroller, is the point of contact within AFRC for all matters relating to the U.S. General Accounting Office (GAO). The Chief, Comptroller Plans and Systems Division (HQ AFRC/FMP), is the AFRC GAO Activities Officer and acts for the Director, Financial Management and Comptroller, in this regard.

3.2. The Director, Financial Management and Comptroller, schedules an entrance and exit conference with the AFRC Commander and/or Vice Commander and the appropriate directors or heads of staff offices concerned.

3.3.1. The Director, Financial Management and Comptroller, processes advance notice of the GAO visit and notifies the director or head of the staff office concerned of the date and purpose of the visit.

3.3.1.1. (Added) Upon receipt of advance notice of a GAO visit, commanders of AFRC units notify HQ AFRC/FMP within 24 hours by message providing the following information:

3.3.1.1.1. (Added) Purpose and duration of the visit.

3.3.1.1.2. (Added) Proposed arrival date of GAO representatives.

3.3.1.1.3. (Added) Number of GAO representatives involved, with name and security clearance of each member, if available.

3.5.1. If more than one AFRC director or head of staff office is involved in the GAO visit, each provides feeder reports to the Director, Financial Management and Comptroller, within 72 hours after the GAO visit.

3.5.1.1. (Added) Commanders of AFRC units prepare a report of the visit and send it to HQ AFRC/FMP within five workdays after the exit interview. The commander responsible for the activity visited signs the report.

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